

**Vermont Facilities Engineering Division
Capacity Development Evaluation
For Non-Transient, Non-Community School Water Systems**

Water System Name

WSID

Water System Representative

Contact Email address

Date

Technical Capacity

Technical Capacity refers to the physical infrastructure of the water system, including but not limited to the source water adequacy, infrastructure adequacy, and the ability of system personnel to implement the requisite technical requirements.

1. Does your system have an approved and recently (within 3 years) updated Source Protection Plan?

- ☐ Yes
When is the next one due?
☐ No
☐ Don't know
☐ Purchase water

2. Does your system have a Phase II/V Waiver?

- ☐ Yes
☐ No
☐ Don't know
☐ Purchase water

3. Did your system have any primary contaminant drinking water quality standard, monitoring, reporting or other violations (Water Supply Rule) in the past two years?

- ☐ No
☐ Yes, what are you doing to address them?

4. Does your water system have accurate prints of its distribution?

- ☐ Yes
☐ No, would you like help developing maps?
☐ Don't know

5. Does your system have a Division approved Operations and Maintenance manual and is it actively used?

- ☐ Yes
☐ No

☐ Don't know

6. Does your water system monitor water usage for possible leaks?

☐ Yes, how?

☐ No

☐ Don't know

7. Does the system provide for and encourage operator training opportunities?

☐ Yes

☐ No

☐ Don't know

☐ Have a contract operator

8. Does your system have a back-up operator?

☐ Yes

☐ No, have you considered hiring one or contracting for emergency services?

☐ Have a contract operator

9. Does the system have a written contract with its operator?

☐ Yes

☐ No

☐ Don't know

10. Does the water system read the water meter on a routine basis?

☐ Yes

☐ No

11. Are Monthly Reports being submitted?

☐ Yes

☐ No

12. Does your water system have any deficiencies that have not been resolved since the last sanitary survey?

☐ Yes, what are they?

☐ No

☐ Don't know

13. Are you operating under a current Permit to Operate?

☐ Yes, when does it expire?

☐ No

☐ Don't know

Managerial Capacity

Managerial capacity refers to the management structure of the water system, including but not limited to, ownership, accountability, involvement, staffing and organization, and effective linkages.

14. If you needed technical assistance regarding your water system, would you know who to call?

- ☐ Yes, who?
- ☐ No
- ☐ Don't know

15. Does your system educate the students about the water system and water related issues, including conservation and efficiency?

- ☐ Yes
- ☐ No, would you like to be provided with material to add to your curriculum?
- ☐ Don't know

16. Does your system have an adequate filing system where documents can be stored for the periods of time required in the WSR?

- ☐ Yes
- ☐ No
- ☐ Don't know

Financial Capacity

The challenge for most utility systems is to operate like a business. The following questions will assist in evaluating the financial capacity of the water system

17. Do you have a line item in your budget for the water system?

- ☐ Yes
- ☐ No
- ☐ Don't know

18. Are you on target with budgeted expenses?

- ☐ Yes
- ☐ No, why
- ☐ Don't know

19. Is there a way for the water system operator to discuss system needs with school board/principal, etc. (money decision maker)?

- ☐ Yes
- ☐ No
- ☐ Don't know

20. Is there a line item in the budget that contributes to a capital improvement fund?

- ☐ Yes
- ☐ No
- ☐ Don't know

21. Do you anticipate future growth?

- ☐ Yes, is there a plan in place to address?
- ☐ No
- ☐ Don't know

